

***The Sydneian* – A guide to writing reports**

Due dates for reports

Reports should be submitted in an electronic form to the Editor of *The Sydneian* and should include a selection of photographs suitable for publication.

In general, reports on activities during the year are due two weeks before the end of Term IV. Sports reports and Debating reports are special cases. These must be completed at the conclusion of the respective season and sent directly to the Master-In-Charge of that activity.

Masters-In-Charge are expected to collate the reports for their sport or activity and to ensure that they follow the style set out in this guide. They will then forward these collated reports, together with a selection of photographs to the Sydneian Editor or Sportsmaster's Secretary. It is particularly important that the names of boys be checked with care against the School Diary.

- **Summer sports** reports are due at the **end of Term I** at the end of the summer season.
- **Winter sports** reports are due at the **end of Term III** at the end of the winter season.
- **Debating** reports are due at the **end of Term III** at the conclusion of debating for the year.
- **Music, Drama and Activities** reports are due at the **end of Term IV** just after Speech Day.
- **Tour** reports are generally due following the tour or at the **end of Term IV** unless it is embarking in the Dec-Jan holidays, where it will be due in the **first fortnight of the following school term**.

Length and format

Reports are usually a maximum of 300 words in length. Reports may be longer when writing about exceptionally successful teams, about complex, very extensive or unusual activities, or about major productions in drama and music.

Reports should be submitted electronically, as Word documents, using the font Garamond 12 pt. No double spacing is required between each sentence. Please use only a single space.

Photographs

The inclusion of high-quality photographs is critical to the overall look and feel of *The Sydneian*.

These photographs create a sense of the life and vitality of the School, particularly when a photograph focuses on the faces of particular individuals or groups of boys.

A publishing requirement is that images are high resolution (600dpi), greater than 1MB per image and submitted as a .jpeg or .TIFF file. Please do not send photo slideshows as these programs compress the images for screen viewing only.

It would be most helpful if a selection of the best and most relevant images is submitted.

Please label each photo with a short explanatory caption included as the file name, and if appropriate, identify individual boys and their current Form, i.e. *Samuel Milch (V) at the L'Arc de Triomphe.jpg*.

Style

The Sydneian is the School's official record. It is widely distributed and read. Reports are therefore aimed at a general readership and not at the particular members of a team, sport or activity.

Reports aim to capture the overall character of a team or activity and the atmosphere of matches and events. Particularly significant matches or events may be described in some detail, but there is no need to describe all matches in detail or offer a specific comment on every member of a team.

Humour may be included in reports for *The Sydneian*, but only if it is appropriate for publication (i.e. not directed at individuals, in good taste, and so on) and can be understood by a general audience (i.e. avoid in-jokes).

Staff can also refer to further general information on the School's publication style with the Sydney Grammar School's **Style Guidelines for Staff** (established 2018), found on the School website's Staff Portal.

Things to note

End of season speeches are rarely suitable for publication without extensive alteration. Likewise, statements about particular achievements or efforts by individuals should be expressed in a restrained and relatively objective way.

The following things may be entirely appropriate in other contexts, but should be **strictly avoided** in reports for *The Sydneian*:

- Direct address (“you”)
- Exhortations (“Let’s do our best next year!”)
- Commiseration (“I’m sorry this was a tough season, boys, but you did your best.”)
- Predictions (“I’m sure that these boys will have great success next year.”)
- Thanks (“Thanks are due to ...”)

The last item is very common in sports reports. The idea here is that thanks should be expressed in person, not via the pages of *The Sydneian*. So do not write: “Thanks are due to Mr Bradman for his careful management of the team.” Write instead: “Mr Bradman managed the team carefully.”

As a general rule, please use double quotation marks. Single quotation marks may only be used around song titles (i.e. ‘Adagio’; predominately found in Music reports).

Layout of reports

Reports in general

In group lists, the boys’ names are listed alphabetically in the form SURNAME First name. Spelling of boys’ names must follow the School Diary. Names of coaches and masters should always be written in the form: Dr AD Stevens. The author of the report should be given as (boys) Angus Bishop (VI) or (coaches and masters) Dr AD Stevens.

Use the following layout as a guide. When in doubt, consult the relevant section of a recent edition of *The Sydneian*.

Bands

This has been another exciting and successful year for the Band programme. The School now has four graded bands and this allows boys to be placed at a level where they feel comfortable with the demands of the music. Dr R Busan again led the Band programme and he was both enlightening and entertaining. Highlights of the year include the Bands Concert at College Street, a tour to Dubbo and the performance of Percy Grainger’s Children’s March in The New Hall.

Held in June, the Bands Concert was a wonderful night and provided all the boys with an occasion to perform and listen to each other. It was also a great opportunity for the younger bands, especially those from the preparatory schools, to be enthused by the sounds they could be making in a few years’ time.

On the first day of the winter holidays, the boys of Symphonic Winds jumped onto a bus bound for Dubbo. After a five-hour trip, they rehearsed for two days, and then, for the next five days, travelled around the Dubbo and Orange area, playing for a total of eleven primary schools, many of which had just started their own band programme. The tour was a grand success. Being met with such an enthusiastic response from their audiences, all the Grammar boys had a great time performing under Dr Busan's direction. We are still receiving positive and wonderful feedback from the various schools.

FJS Potter (V)

Sports reports

Teams are titled *First XV*, *First XI*, *Firsts* (for tennis and basketball), *16A*, *15B*, *13C* and so on. In the body of the report, use "the First XI", "the 16As", "the 13Bs", and so on.

Boys' names are listed alphabetically in the form **SURNAME First name**. Spelling of boys' names must follow the School Diary.

Team captains for Open teams may be identified as (captain) or (vice-captain) directly after their names using lower case in the listing of boys. These titles are only needed for the graded teams, i.e. First and Seconds, etc., and most importantly, the first and second of each sport.

Common acronyms such as "MVP" should be expanded (i.e. Most Valuable Player).

Names of **coaches and masters** should always be written in the form: **Dr AD Stevens**. The author of the report should be given as (boys) "Angus Bishop (VI)" or (coaches and masters) "Dr AD Stevens".

Note that some sports have special conventions for the layout of their reports. When in doubt, consult a recent edition of *The Sydneian* for guidance.

Rowing: Boys in a crew are listed in their Boat Order, from Bow to Cox, (rather than alphabetically). Crews in the age groups are referred to by Year: e.g. Year 8 Quads, Year 10 First VIII and so on.

The following layout must be followed closely.

Third XI

BISHOP Angus, BUIS Alexander, GONSKI Thomas, LAI Rahul, LEWIS Aidan, PENKLIS Anthony (captain), PERRY Jack, POTTS Hallam, ROSENBERG Matthew, WILSON Andrew, YAP Elliot

Coach: Mr A Herring

The Third XI had a memorable season. The team played its cricket with consistent enthusiasm and good humor, no matter the score, and every week the boys showed a great deal of determination and fight against some strong competition.

Among the bowlers, Angus Bishop and Elliot Yap stood out, and among the batsmen, the captain Anthony Penklis and Thomas Gonski. The highlight of the season was defeating a strong team from The King's School on first innings when we were defending only 88 runs. The team's energy in the field was epitomised by wicketkeeper Jack Perry and Matthew Rosenberg.

The season was a success overall and every individual contributed at different stages. The boys always played the game in a positive spirit and this made it very enjoyable for everybody involved.

Mr A Herring

Formal team and group photos

In regards to formal team sport photos taken by Melba Studios, instead of writing boys' full given name and surname, **only their initials and surname should be listed, i.e. ET Metcalf** (as opposed to Elliot Metcalf). No full stops between initials are required. Please consult the School Diary for the correct given name initials.

Tour reports

Please include with your report:

- The author of the report
- Full names of boys that attended (*SURNAME first name*)
- Names of staff that attended i.e. *Dr ACM Dearn*
- 3-6 photos larger than 1MB with a short explanatory caption as the file name, and if appropriate identifying individual boys and their current Form i.e. *Samuel Milch (V) at the L'Arc de Triomphe.jpg*.

Miscellaneous notes on usage

Avoid placing full stops after or between initials (write JS Bach, ET Metcalf, Dr LA Harley), particularly in team photo captions. Always follow the School Diary for correct first name initials and name spelling.

Avoid contracted forms (write do not, will not and so on, instead of don't, won't and so on).

Use the spelling conventions of British rather than American English. For example:

- programme
- offence and defence (noun)
- defense (verb)

Refer to the School in one of these four ways:

- Sydney Grammar School
- Grammar
- School (with a capital)
- College Street

Use roman numerals for School terms and roman numerals or full word forms for School year groups:

- Term I, Term II, Term III, Term IV
- Form I or First Form
- Form II or Second Form
- Form III or Third Form
- Form IV or Fourth Form
- Form V or Fifth Form
- Form VI or Sixth Form

Note the spelling and capitalisation of these roles within the School:

- Headmaster
- Housemaster
- the Trustees
- Master of the Lower School
- Director
- Sportsmaster
- Master-In-Charge of (not MIC)
- master(s)
- Old Sydneian or Old Boy
- Prefect
- English department

Note the correct expression for School Sport Clubs:

- Grammar Football Club
- Grammar Cricket Club
- Grammar Rugby Club

Note the spelling of these School locations:

- Alastair Mackerras Theatre
- Big School
- Edmund Barton Room
- Palladium Theatre
- John Vallance Hall
- Wallace King Room
- Weigall
- Boatshed (one word)
- Reg Bartley Oval (Rushcutters Bay)
- McKay Oval (Centennial Park)

Associations should be given in abbreviated forms:

- GPS or AAGPS
- CAS
- ISDA
- CIS

The full name of a school should be used the first time it is listed in a report. Subsequent mentions can then follow the abbreviated forms:

- Abbotsleigh
- Ascham
- Barker College (subsequently Barker)
- Brigidine College (subsequently Brigidine)
- Burgmann School
- Canberra Grammar School (subsequently Canberra Grammar)
- Central Coast Grammar School (Subsequently Central Coast)
- Cranbrook School (subsequently Cranbrook)
- Hurlstone Agricultural College (subsequently Hurlstone Agricultural)
- Kambala
- Kincoppal Rose Bay (subsequently Kincoppal)
- Kinross Wolaroi School (subsequently Kinross)
- Knox Grammar School (subsequently Knox)
- Loreto Kirribilli
- MLC School (subsequently MLC)

- Monte Sant' Angelo Mercy College (subsequently Monte Sant' Angelo)
- Moriah College (subsequently Moriah)
- Newington College (subsequently Newington)
- Oakhill College (subsequently Oakhill)
- Oxley College (subsequently Oxley)
- Presbyterian Ladies' College (subsequently PLC)
- Radford School
- Ravenswood School for Girls (subsequently Ravenswood)
- Reddam House (subsequently Reddam)
- Rose Bay Secondary College (subsequently Rose Bay)
- SCEGGS Darlinghurst (subsequently SCEGGS)
- SCEGGS Redlands (subsequently Redlands)
- Shore
- St Andrew's College (subsequently St Andrew's)
- St Aloysius' College (subsequently St Aloysius')
- St Augustine's College (subsequently St Augustine's)
- St Gregory's College (subsequently St Gregory's)
- St Ignatius' College (subsequently St Ignatius' or Riverview)
- St Joseph's College (subsequently St Joseph's)
- St Luke's Grammar School (subsequently St Luke's)
- St Paul's College (Subsequently St Paul's)
- St Patrick's College (subsequently St Patrick's)
- St Pius X College (subsequently St Pius)
- Stella Maris College (subsequently Stella Maris)
- Sydney Boys High School (subsequently High)
- Sydney Girls High School (subsequently Sydney Girls)
- Tangara School (subsequently Tangara)
- The Armidale School (subsequently Armidale)
- The King's School (subsequently King's)
- The Scots College (subsequently Scots)
- Trinity Grammar School (subsequently Trinity)
- Waverley College (subsequently Waverley)
- Wenona

Please advise the editor if a School should be included on the above list.